



REPUBLIC OF SOUTH AFRICA

Department of Health
Private Bag X828
PRETORIA
0001

STAFF CIRCULAR MINUTE NO N1 OF 2016

HUMAN RESOURCES OFFICER

(Reference number N1 of 2016)

(This post is advertised in the Department only. Applicants who are not employed in the Department will not be considered for this post)

- SALARY** : R158 985 per annum (plus competitive benefits)
- OFFICE** : Chief Directorate: Human Resources Management and Development.
Directorate: Human Resources Administration. Pretoria.
- REQUIREMENTS** : *A Senior Certificate (Grade 12) *Two (2) years experience in office administration and human resources practices *Knowledge and application of legislative framework governing the Public Services *Good planning, organisational, communication (written and verbal) and computer skills.
- DUTIES** : *Recruitment and selection (job scheduling, appointments, transfers absorptions, promotions and retention of service) *Implement conditions of service (housing/rental allowances, state guarantees, injury on duty, overtime, RWOPS, allowances and structuring of MMS/SMS packages) *Leave management *Processing of pay progressions, performance bonuses, grade progressions, recognition of qualifications and confirmation of probation *Termination of services *Handle human resource administration enquiries *Submit monthly statistics..
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

ENQUIRIES

: Mr D Morodi at tel (012) 395 -8581.

CLOSING DATE

: 7 March 2016



DIRECTOR: HUMAN RESOURCES ADMINISTRATION

DATE: 18/02/2016

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